Executive Director

Uptown! Entertainment Alliance - West Chester, PA

Summary Description:

Uptown! Entertainment Alliance, the non-profit which operates Uptown! Knauer Performing Arts Center, which opened December 31st, 2016, is a first class, community based, non-profit organization located in the heart of downtown West Chester. Uptown! is looking for an Executive Director to lead the organization’s continued expansion in the community as Chester County’s premier location for arts and entertainment.

The Executive Director reports to the Uptown! Board of Directors and is responsible for high level administration of its programs and strategic initiatives in support of an annual operating budget, approaching $2M. As Uptown! enters its fourth successful year of operations, the Executive Director will lead Uptown! from its current status as a ‘late-stage start-up’ to success as an established and sustainable organization. The Executive Director will be a knowledgeable and enthusiastic ambassador for the arts and the Uptown! organization. S/he will have a keen business sense and entrepreneurial vision for opportunities that will support both the artistic and financial growth of Uptown! This role will partner with many stakeholders, most notably the Uptown! Board Members, volunteers and artistic partners, to maintain a collaborative leadership model that will continue to strengthen and drive the organization’s growth.

This is an exempt role that supervises the Assistant Director, Education Director, Marketing Associate, 2 House Manager and one Part-time Administrator.

Responsibilities:

Strategy Implementation:
Implement Uptown!’s Strategic Plan, by providing vision and leadership. Build on Uptown!’s success to fully realize its long-term potential.

Fundraising and Development:
As Uptown!’s chief fund raiser, the Executive Director will cultivate a culture of philanthropy that drives a loyal and dedicated membership and donor base. Develop, implement and sustain an engagement and fundraising strategy to provide both annual operating support as well as long-term giving for capital improvements and endowment. Outreach targets will include individuals, corporations, grant-making institutions, and other potential sources of support.

Financial Management:
Partner with Board Financial Committee to establish yearly financial targets. Manage financial performance, in partnership with Finance Committee, to ensure that financial goals are attained.

Operations:
Partner with Board Committee Chairs to efficiently and effectively drive operations and operational growth through effective communication and organizational leadership methods.

Education and Enrichment:
In conjunction with the Education Director, develop educational programming consistent with Uptown!’s mission that reaches young people and provides continuing education opportunities for adults.
Relationship Development and Management:
Develop and implement relationship management strategies to enhance and sustain key relationships with board members and donors.

Program Development:
Explore, develop and establish performance programming opportunities with new and existing partners. Key relationships include, but are not limited to the Curtis Institute, World Cafe Live, and multiple House Companies.

Staff and Volunteer Culture:
Strengthen and maintain a culture that attracts, motivates and retains a high-quality staff and a dedicated cadre of volunteers.

Public Engagement:
Serve as a spokesperson for Uptown! Create opportunities for deeper engagement with community organizations and leaders.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Knowledge & Skills:
- In depth experience in leading a similarly-sized organization or business through a new chapter — the ideal candidate knows how to analyze the financials and ask the right questions. The candidate excels at building consensus, is comfortable leading change and is highly articulate in communicating with board, staff and the public.
- Success in generating revenue by selling a vision — The ideal candidate has demonstrated results in 1-on-1 major gifts fundraising, business development or consultative sales.
- Strong direct and indirect leadership skills — This person has led in complex environments, is highly effective in navigating and building relationships and is able to create goal and vision alignment throughout the organization. This person has strong experience working with hands-on boards.
- Must be a self-starter and able to shift priorities quickly.
- Excellent customer service skills. Prior experience in customer service required.
- Strong organizational and planning skills, project management and problem-solving skills.
- Strong interpersonal and written and verbal communications skills.
- Excellent public speaking skills.
- Prior experience in regional performing arts institutions is a plus
- Demonstrated technological ability including strong skills in Microsoft Word, PowerPoint, Quickbooks, and Excel.
- Flexible schedule and ability to travel locally to meet with donors.

Educational Qualifications:
- Minimum of a bachelor’s degree

Work Environment & Physical Demands:
This position operates in an office and entertainment (theater) venue. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is occasionally exposed to varying levels of noise from
soft to very loud.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to type and handle/carry various items; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Application Instructions:

Candidates possessing the above attributes may apply by emailing their resume along with a cover letter stating their salary requirements and how their experience is relevant to Uptown!s Executive Director role by no later than March 30th to nicole@uptownwestchester.org. Salary offered will be commensurate with experience; no relocation assistance is provided.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.